

Translator / Protocol Officer

Position title: Translator/Protocol Officer

Appointment Process N°: 2021-RIYADH-01

Term Type: Indeterminate/Term

Term Details: This position is a Locally engaged staff position subject to the Terms and Conditions of Employment for LES in Saudi Arabia.

Department: Management Services

Number of Vacancies: 01

Job Category: LE – A3

Level: A3

Classification: LE – A3

Salary range: Starting salary SAR 109,424.00 gross per annum plus 13th month bonus, transportation and housing allowances

Location: Riyadh, Saudi Arabia

Close date: 13th May 2021 23h 59min GMT

Summary of Duties

Under the general supervision of the Management and Consul, provides translation and interpretation services in Arabic, English and French; carries out interpretation between Arabic and in meeting and/or interviews; researching points of terminology, language and subject matter to ensure that translations are equivalent in meaning and style to original text. Effectively liaises with government departments, ministries and embassies to facilitate the work of the embassy. Familiar with Ministry of Foreign affairs, local authorities and Saudi systems for work related to legal elements and policy of Protocols. Provide logistical support and assist with official visits to Saudi Arabia and countries of accreditation by Canadian officials (including Embassy of staff) and to the Canadian by Saudi officials, including developing programs, arranging appointments and liaising with contacts and performs other duties.

Area of selection/Eligibility

Open to all external applicants residing in the Kingdom of Saudi Arabia and eligible to work, and to all mission employees occupying an indeterminate or term position, including emergency employees.

The Canadian Government is an equal opportunities employer and welcomes applications from diverse sections of the community. Candidates will be considered on merit regardless of ethnic origin, religious belief, gender, age, sexual orientation, disability or any other irrelevant factor.

Essential Qualifications

Education:

Bachelor's degree from a recognized university. Preference for a degree in a discipline related to languages or translation.

Language:

Strong command of spoken and written English and Arabic language.

Experience:

Minimum 3 years (within the past 5 years) of recent and relevant experience in the following areas:

- Translation of economic, political and/or legal texts;
- Researching points of terminology, language and subject matter;
- liaising and working with clients (internal or external), partners or stakeholders;
- Administrative services including planning and organizing meetings and visits.

Computer Skills:

MS-office (including Word, Excel, PowerPoint, Outlook) and Internet

Rated Qualifications:**Knowledge:**

- Knowledge of general office procedures and practices
- Knowledge of Saudi and countries of accreditation Government protocol.

Ability:

- High level written and oral communication skills in English and Arabic;
- Ability to translate and interpret between English and Arabic;
- Ability to coordinate conflicting priorities within tight deadlines and meet work targets in a fast paced office environment;
- Ability to research the subject matter and edit, format and proof-read documents.

Personal Suitability:

- Professional integrity
- Initiative
- Judgement
- Adaptability & Flexibility
- Interpersonal skills
- Teamwork
- Client Focus

Asset Qualifications:

(Candidates are encouraged to indicate how they meet the following criteria, where applicable)

- Knowledge of spoken and written French language.
- Experience working for a diplomatic mission or an international organization
- Knowledge of local labour law
- Master's degree in a related field

If candidates meet the factors listed in the asset qualifications they must also clearly demonstrate how they meet these factors in their covering letter.

Operational Requirements

- Must be willing and able to respond to emergencies after hours and on weekends.
- Hours of work: 37.5 hours per week (Sun to Thu)
- Ability to work overtime (evenings and weekends)
- Annual leave during summer period may be restricted due to operational needs.
- Ability to work in a diverse international and cultural environment.
- Willingness to undergo trainings.
- Understanding of values and ethics code of conduct.

Conditions of Employment

- Must be a legal resident of the Kingdom of Saudi Arabia and eligible to work therein;
- Valid passport and Saudi residency permit(Iqama)
- Iqama transfer required (Kindly note that the embassy sponsors all eligible indeterminate employees. Only professional Iqama can be transferred to the embassy. The embassy cannot

- transfer an applicant currently on a dependent iqama (i.e. spouse or child)
- Obtain and retain an enhanced reliability clearance (security clearance)
- Successful completion of a one (1) year probation period
- Successful candidates must pass a routine medical examination (funded by the Embassy)

How to apply

- Please follow the below link http://chc.amris.com/wizards_v2/chc/vacancyView.php?requirementId=4450& and complete the online application form. Candidates are also required to upload a CV and covering letter.
- Applications which do not include all of the requested documents or information will be rejected. Candidates must demonstrate concisely in their cover letter how they meet the essential and asset qualifications.

Important notes

- Candidates are entitled to participate in the appointment process in the official language of their choice. They are asked to indicate their preferred official language in their application (English or French).
- Communication for this process will be sent via email. It is the responsibility of the candidate to ensure accurate contact information is provided and updated as required.
- Please note that some email systems may block emails from unknown users. Candidates should include an email address that accepts email from unknown users and regularly check their email, including junk mail.
- Candidates selected at the screening stage will be invited for further assessment. Methods of assessment may include, but are not limited to, a written examination, an oral interview, role-play, practical tests, presentations and/or psychometric assessment.
- Reference checks will be sought for candidates that reach interview stage and may form part of the selection process.
- The Embassy of Canada in Riyadh does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- If candidates need any special assistance in terms of attending exams or interviews, then please let us know during the application process.
- The results of this competition may also be used to establish an eligibility list of staff for similar openings at the Embassy of Canada in Riyadh, which might arise in the 12 months following the completion of this competition.
- If you have any questions at any stage of the process please send an email to CSDPDHHumanResources/RessourcesHumaines@international.gc.ca